

# Registering CC assembly through CUHK RAS system

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# Step 1-3: How to log into CUHK RAS

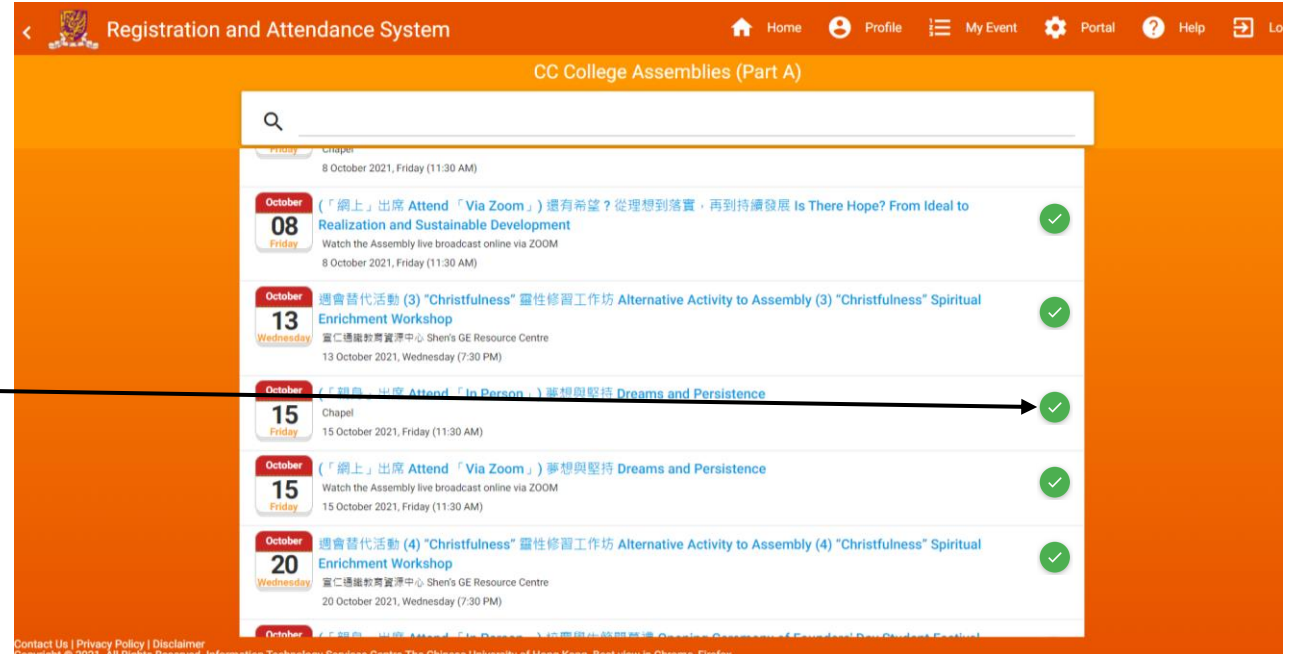
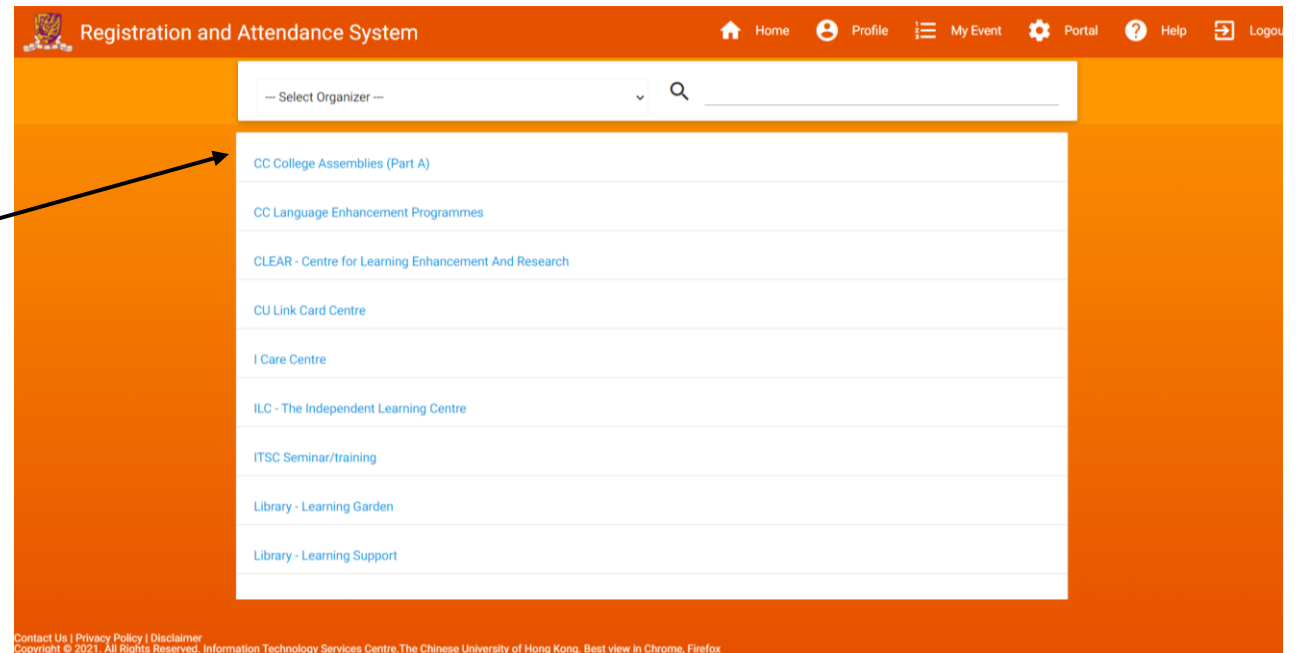
1. Go to [www.cuhk.edu.hk/ras](http://www.cuhk.edu.hk/ras)
2. Login with the “CUHK email and OnePass password”
3. Confirm the DUO two-factor authentication by your phone  
(Details: <https://www.itsc.cuhk.edu.hk/all-it/information-security/two-factor-authentication-2fa/>)

The image displays two screenshots of the CUHK RAS login interface. The top screenshot shows the initial login page with the text "Welcome to CUHK" and a grid of application icons. On the right side, there is a "CUHK LOGIN" section with the text "For MyCUHK, Microsoft 365, Library Search...". Below this, there are fields for "Login ID" and "OnePass Password", and a "登入" button. A list of links includes "Login Help", "Change Password / Forgot Password", "Forgot Alumni ID / Password", "Contact ITSC", and "Maintenance Schedule". The bottom screenshot shows the same page but with a "DUO" two-factor authentication overlay. It includes a "Settings" button, a "Send Me a Push" button, an "Enter a Passcode" button, and a checkbox for "Remember me for 12 hours".

## Step 4-11: How to register assembly sessions

4. Choose “CC College Assemblies (Part A / Part B)”
5. Then choose 2 assemblies in Part A and 2 assemblies in Part B from the list  
(\*Students have to join
  - ❖ 2 Part A assembly **AND**
  - ❖ 2 Part B assembly [total: 4 assemblies] every term))
6. Select “” to confirm the registration

**Registration quota of each part:**  
Before the 3<sup>rd</sup> assembly: 2  
After the 3<sup>rd</sup> assembly: 4



## 7. Alternative Activities to Assembly 週會替代活動 (AAA):

The College accepts the completion of at most ONE recognized “AAA” each term as equivalent to an attendance record of College Assemblies, either in the Part A or the Part B of the same term.

## 8. After selection, check and confirm your registration details

## 9. Select “I am not a robot”

## 10. Select “Confirm”


## 11. Result page is shown

The screenshot shows a registration process with the following steps and corresponding UI elements:

- Step 7:** A list of alternative activities (AAA) for October. The list includes:
  - October 13 Wednesday: 週會替代活動 (3) “Christfulness” 靈性修習工作坊 Alternative Activity to Assembly (3) “Christfulness” Spiritual Enrichment Workshop. Location: 宣仁通識教育資源中心 Shen's GE Resource Centre. Time: 13 October 2021, Wednesday (7:30 PM).
  - October 15 Friday: (“親身”出席 Attend “In Person”) 夢想與堅持 Dreams and Persistence. Location: Chapel. Time: 15 October 2021, Friday (11:30 AM).
  - October 15 Friday: (“網上”出席 Attend “Via Zoom”) 夢想與堅持 Dreams and Persistence. Location: Watch the Assembly live broadcast online via ZOOM. Time: 15 October 2021, Friday (11:30 AM).
  - October 20 Wednesday: 週會替代活動 (4) “Christfulness” 靈性修習工作坊 Alternative Activity to Assembly (4) “Christfulness” Spiritual Enrichment Workshop. Location: 宣仁通識教育資源中心 Shen's GE Resource Centre. Time: 20 October 2021, Wednesday (7:30 PM).
- Step 8:** A registration form titled “Register Following Event(s):” with fields for “Event Name” and “Event Date”.
- Step 9:** A “Personal Information: Email” field and a reCAPTCHA checkbox labeled “I'm not a robot”.
- Step 10:** A “CONFIRM” button circled in black, and a “BACK” button.
- Step 11:** A “Registration Result” page showing a table with the following data:

Event Name	Registration Result
assembly	Registration successful.

## Step 12: How to cancel a registration (add/ drop)

12. Click “” if you want to cancel the registration for a particular event

If you have further questions, please contact us at:  
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The screenshot displays a calendar-style interface for event registration. It lists several events with their dates, times, and locations. A black arrow points from the text in the previous block to a trash icon on the right side of the event entry for October 8th, Friday, 11:30 AM, titled "Development".

Date	Day	Event Title	Location	Time	Action
24 September 2021	Friday	24 September 2021, Friday (11:30 AM)			
29 September	Wednesday	29 September 2021, Wednesday (7:30 PM)	重仁通識教育資源中心 Shen's GE Resource Centre		< Full >
06 October	Wednesday	6 October 2021, Wednesday (7:30 PM)	重仁通識教育資源中心 Shen's GE Resource Centre		✓
08 October	Friday	8 October 2021, Friday (11:30 AM)	Chapel		
08 October	Friday	8 October 2021, Friday (11:30 AM)			✓

# Appendix: Meanings of each button on RAS



For the meanings of other buttons, please refer to the guideline on RAS

Registration	
	You <b>CAN</b> register this event. [≠ You have registered]
	You <b>HAVE</b> registered this event. Click the button to <b>cancel</b> the registration.
<b>Attendance</b> [Please check it at <b>Assembly Attendance System</b> : <a href="https://www.web.ccc.cuhk.edu.hk/assembly-attendance-system/">https://www.web.ccc.cuhk.edu.hk/assembly-attendance-system/</a> instead on RAS]	
	You have <b>attended</b> the event.
	You are <b>absent</b> from the event.